



Town of Pittsboro, North Carolina

Engineering Department

To: Mayor Terry and the Town Board of Commissioners

From: Fred Royal, PE, Town Engineer

A handwritten signature in blue ink, appearing to be 'FR', is written over the name 'Fred Royal'.

Date: February 13, 2015

Subject: Recommendation to initiate contract negotiations with The Wooten Company for the Town Wastewater Treatment Plant Preliminary Engineering Report (WWTP PER)

Background and Discussion

The Engineering Department has been working closely with the Utilities Department staff and with the Selection Committee for more than six months to solicit for qualifications, assess and rank the qualifications submitted, conduct interviews of the top two candidate's and make a final recommendation for this important WWTP PER.

The Selection Committee included the following individuals:

Randy Heard, WWTP Superintendent
Roscoe Farrell, WWTP Operator
Fred Royal, PE, Town Engineer
John Poteat, Utilities Director
Dwight Lancaster, NC Rural Water Association
Becky Smith, PE, Hydrostructures
Dan LaMontagne, PE, Chatham County Public Works Director

This committee spent more than twenty hours of time discussing, interviewing and vetting the engineering firms to reach this recommendation. I am pleased and personally grateful to each member for their time and energy in serving on the committee.

The committee ranked the qualifications using an innovative spreadsheet model that ranks criteria and again ranks firms, based on the normalized criteria. The top three firms ranked were: The Wooten Company, Hazen-Sawyer and McGill Associates. The committee determined that the top two firms should be invited for interviews and if there were any issues that would be deemed to disqualify them or we felt the third firm should be interviewed, McGill Associates would be invited for an interview. Subsequent to the interview process, the committee was satisfied that one of the top two firms would be recommended.

Town Hall ~ PO Box 759 ~ Pittsboro, NC 27312

Email: froyal@pittsboronc.gov

Phone: (919) 542-2063

Fax: (919) 542-2310

The Selection Committee met on two occasions after the interviews to discuss details and review the firm's interview follow-up answers to questions.

Our assessment concluded that both firms (*Hazen-Sawyer* and *The Wooten Company*) have the strengths and abilities to meet the needs of the Town of Pittsboro for this WWTP PER project and eventual design, permitting, funding assistance, etc. They each have the skills, professionalism, experience and well-documented references for the tasks ahead. However, for a variety of reasons, including but not limited to: extensive experience at our WWTP scale/size, design partnership approach, WWTP operations approach, follow-up discussions and more, the selection committee unanimously agreed that The Wooten Company was an overall better fit for the Town for this project.

Recommendation

It is recommended that the Town of Pittsboro Board of Commissioners approve this recommendation and authorize the Town Manager to enter into contract negotiations with The Wooten Company for the purpose of developing a Scope of Work, Schedule and Fee for the development of a Preliminary Engineering Report (WWTP PER) with alternatives and cost estimates to expand the Town's WWTP from 0.75 MGD to 1.249 MGD and; to develop additional alternatives and cost estimates for future wastewater treatment capacity for the Town of Pittsboro.